



GREEN  
CLIMATE  
FUND

# GCF REGIONAL DIALOGUE

with AFRICA

**Windhoek, Republic of Namibia**  
6–10 November 2023

#InspireMoreClimateAction



GREEN  
CLIMATE  
FUND

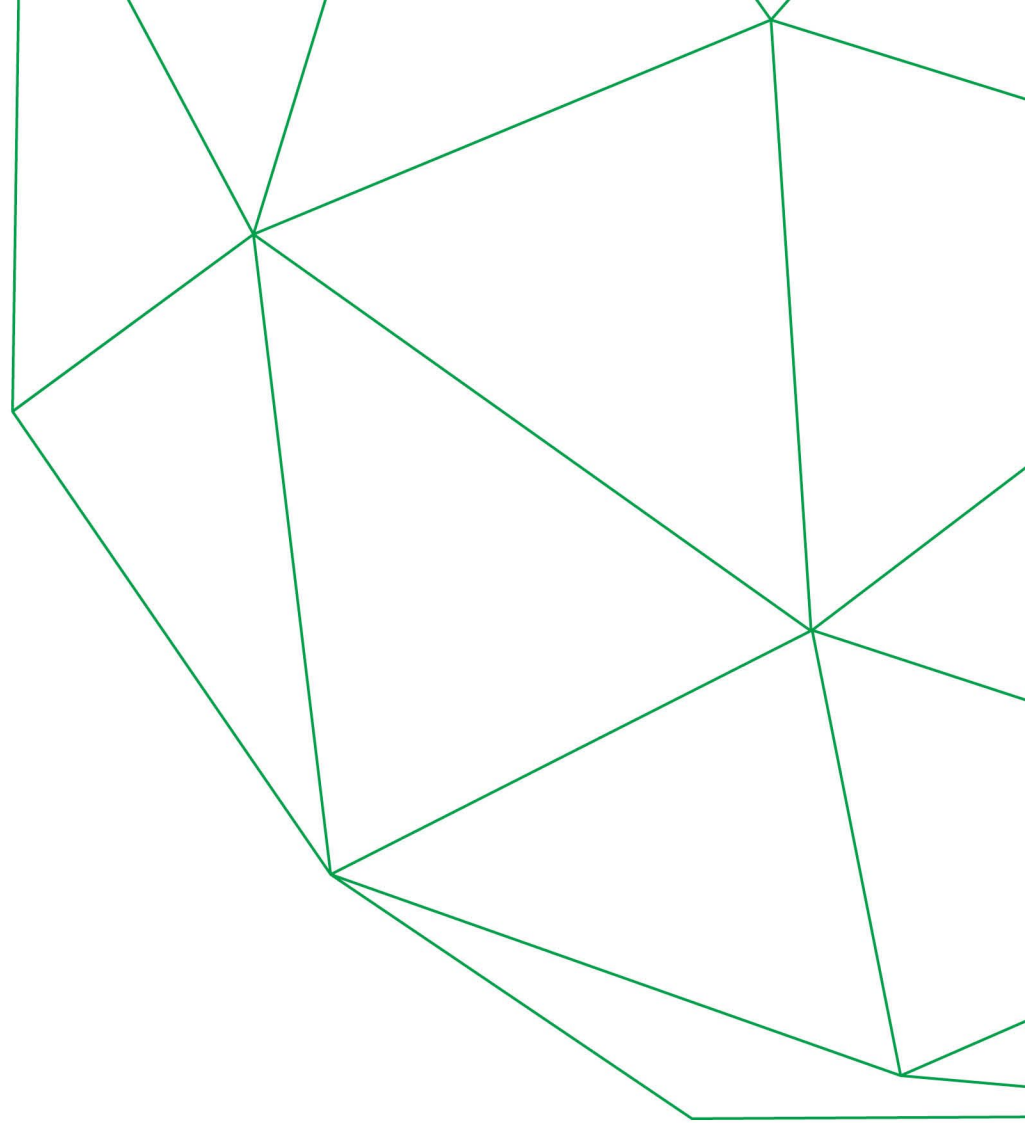
GCF REGIONAL DIALOGUE  
with AFRICA

# Clinic – Readiness implementation monitoring management: training on readiness processes

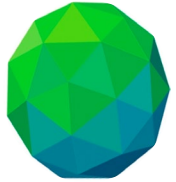
Gladys Huchu, Portfolio Management Officer (Readiness)

**Windhoek, Republic of Namibia**  
6–10 November 2023

#InspireMoreClimateAction



# GCF Readiness processes (Service)



**GCF selects and approves** grants and delivery partners for the Readiness portfolio.

GCF/UNOPS is notified of a new grant and **negotiates and signs a GA/FWA/Grant Support Agreement** with the selected delivery partner.



GCF/UNOPS **disburses the funds** to the delivery partners throughout the implementation of their project.



GCF/UNOPS **receives and assesses progress reports** throughout the implementation of each project.



UNOPS manages GCF's **Adaptive Management Measures**



GCF/UNOPS **closes each grant** at the end of implementation.

# Agenda

1. Disbursements
2. Reporting
3. Amendments (Request for Changes)
4. Announcements and Notices
5. Q & A

# Disbursements

## First Disbursement

### Requirements

#### Compliance Documents

- Bank Certification Letter (BCL)
- Letter of Authorization (LoA) with valid passport copies
- Disbursement request form signed by one of authorized signatory of disbursement requests
- Disbursement Request Form, request processed via PPMS

#### Subsequent disbursement

- Evidence that 70% of previously disbursed amount is expended and or committed
- Compliance with reporting requirements i.e.(Audit reports, CAFR, UAFS, Interim Progress reports, Annual Progress Report)
- Compliance Check

#### Final Disbursement

- Completion Report and Final Audit
- Disbursement request form
- Compliance check

#### Refund

- Notice of refund
- Refund should be made **after obtaining a written consent** with the GCF Secretariat/UNOPS on the **amount of unused proceeds to be refunded to the GCF Bank Account.**
- Compliance check

Windhoek, Republic of Namibia | 6–10 November 2023

 **GREEN CLIMATE FUND**

**Readiness and Preparatory Support**  
Interim Progress Report Template

Page 16 of 19

**Annex. Subsequent Disbursement Request Form**

Please fill the below form to request for the subsequent disbursement when the interim progress report along with unaudited financial statement/financial audit report/certified financial statements as applicable in accordance with Grant Agreement has been submitted to GCF (please note that the disbursement request can be processed only after these conditions are met).

SUBSEQUENT DISBURSEMENT REQUEST	
1. Total amount approved for the project	Choose an item. Example: USD 300,000
2. Disbursement from GCF made to date/Percentage of Total Grant (%)	Choose an item. Example: USD 120,000 /40 % (refer to Grant Agreement)
3. Total expenditure to date	Choose an item. Example: USD 118,000
4. Expenditure rate as of the Interim Progress Report submission date (%)	Please divide the received amount (2) by the executed amount (3). Example: 70%
5. Total amount of the subsequent disbursement to request/Percentage of Total Grant (%)	Choose an item. Example: USD 130,000/43 % (refer to Grant Agreement)
6. Name of Beneficiary Bank and located country	
7. Account number	
8. Bank address	
9. SWIFT (BIC)	
10. IBAN Code	
11. Date of the disbursement request	Click or tap to enter a date.

<b>Name and Title*:</b> <b>Position:</b>	<b>Signature:</b>	<b>Date:</b>
---	-------------------	--------------

\*The signatory of grant agreement (either NDA or Delivery Partner) or any authorised person who is certified in the letter of authorisation submitted to the Fund can sign here. When this is not plausible, please kindly consult with the Fund ([opm@gcfund.org](mailto:opm@gcfund.org)) prior to the submission of the disbursement request.

[\[Readiness\] How to submit disbursement requests - YouTube](#)

[LINK: Disbursement Request Form \(see page 16\)](#)

#InspireMoreClimateAction

# Reporting requirements

## Compliance

- As per Grant Agreement(GA)/ Framework Agreement (FWA) i.e. Reporting schedule, Reporting periods.

## Implementation

### Requirements

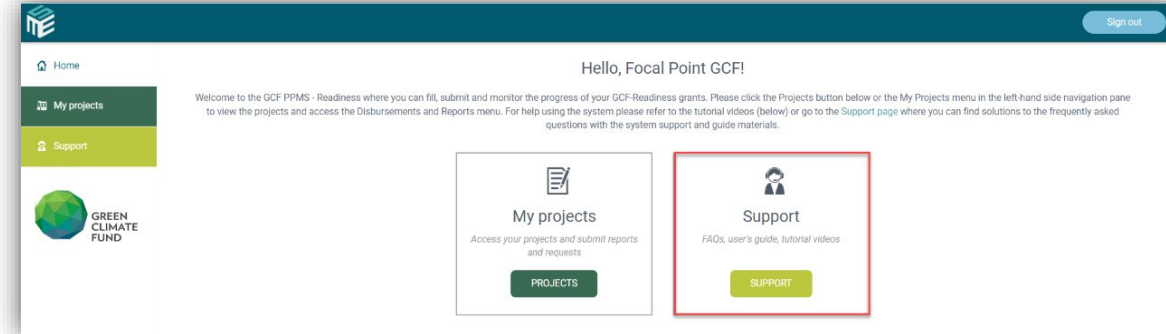
- Interim Progress report (IPR) – every 6 months from grant effectiveness/ start date until closure
- Annual Progress Report (APR) – once a year as per GA/FWA
- Audit – Annually 12 months from grant start date or exceptionally at the end of DP' financial year

## Grant Closure

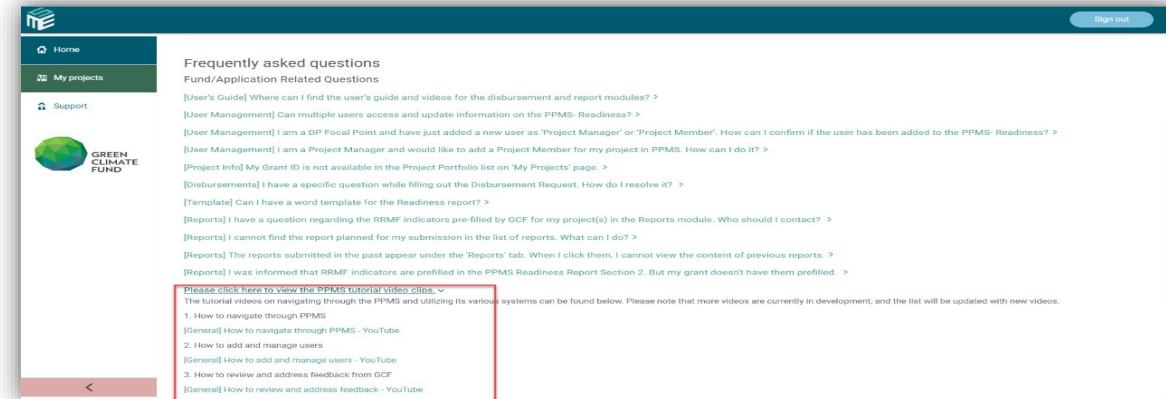
- Completion Report (CR)
- Final Audit report
- Requirements: 3 months after grant end date/ expiry date

Windhoek, Republic of Namibia | 6–10 November 2023

# PPMS RRMF based Reporting



## Support: FAQ



Reports Submission Video 1: [\[Readiness\] How to submit reports on PPMS - YouTube \(1\)](#)

#InspireMoreClimateAction

Reports Submission Video 2: [\[Readiness\] How to submit reports on PPMS - YouTube \(2\)](#)

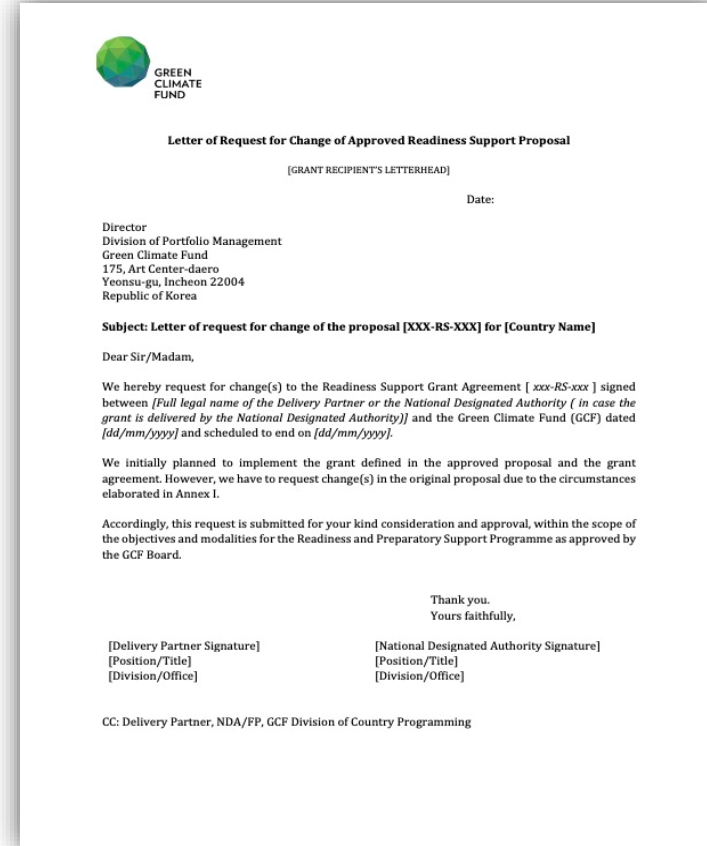
# Amendments/Request for Changes(RfC)

## Adaptive Management

- No cost extension (NCE)
- Budget reallocation
- Restructuring of log-frames and implementation arrangements
- Cancellation

## Requirements

- The grant recipient must submit an official signed written request with justification using the relevant templates (provided by the Fund), including:
  - ✓ A letter signed by both DP and NDA
  - ✓ A revised project implementation plan
  - ✓ A revised project budget (if appl.)
  - ✓ A revised procurement plan (if appl.)



The image shows a sample template for a 'Letter of Request for Change of Approved Readiness Support Proposal'. It includes the Green Climate Fund logo, a title, a placeholder for the grant recipient's letterhead, a date field, and contact information for the Director of Portfolio Management. The subject line is 'Subject: Letter of request for change of the proposal [XXX-RS-XXX] for [Country Name]'. The body of the letter starts with 'Dear Sir/Madam,' and contains two paragraphs: one requesting a change to the Readiness Support Grant Agreement and another explaining the need for the change. It concludes with 'Accordingly, this request is submitted for your kind consideration and approval...' and two signature lines for the Delivery Partner and the National Designated Authority. A footer line reads 'CC: Delivery Partner, NDA/FP, GCF Division of Country Programming'.

**Change request:** <https://www.greenclimate.fund/document/letter-request-change-approved-readiness-and-preparatory-support-programme-proposal>

## 4 . Announcements and Notices

- Nov-Dec: Email communique on RRMF retrofitting logic i.e. Retrofitting of Results to RRMF and an introduction to the Logic Mapping on PPMS.
  - retrofit logic "tables" will be shared via email.
  - Target Audience: DPs that submitted reports in PPMS and will need to submit new APRs in Q1 2024.
  - Enhancement of Disbursement request submission: guidance to DPs via email communique with the detailed instruction.
- RRMF Results Handbook: to be published on 15 Nov. 2023
- Early 2024: Webinar dedicated to support the GA DPs who have no reports submitted in PPMS
- 2024: Change request module expected be launched in 2024





# Thank you

#InspireMoreClimateAction

# Q & A SESSION

Please share with us your questions,  
concerns, comments and suggestions!